

Shared Work Participant Status Change Request Form



You must submit this form within 10 working days to the Shared Work unit if an employee **no longer participates** in the Shared Work program.

WAC 192-250-030 What are the grounds for revoking a shared work plan?—RCW 50.60.070.

The department may revoke a shared work plan for good cause. In addition to the factors listed in [RCW 50.60.070](#), "good cause" includes, but is not limited to:

- (1) An employer's failure within ten working days to:
 - (d) Provide wage and hour reports, documents, or other information needed by the shared work unit to decide if the employer or employee(s) is eligible for participation in the shared work program.

Reasons for removal:

- Participants **permanently** separated (laid off, voluntary quit, fired) from your company must be deleted from the Shared Work Plan.
- Participants **laid off** for four consecutive weeks or more **without** a definite return to work date within an eight week period must also be removed from the Shared Work Plan.
- Voluntary removal by the employee or employer.

Please complete **all** information listed below and fax to the Shared Work unit at 360-586-5601 or 360-586-5602.

Company name and location	Employment Security Department (ESD) number		Date sent
Employee name	Employee Social Security Number (SSN)	Reason for separation: Quit (Q) Fired (F) Laid Off (LO)	Date of separation
Example: Doe, John Q	XXX-XX-XXXX	LO	04/03/09
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			